

U. S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-200

OPEN TO:	All Interested Candidates	OPENING DATE:	December 18, 2012
POSITION:	Program Management Assistant	CLOSING DATE:	December 31, 2012
GRADE:	FSN-8; FP-6*		
POSITION NO:	NAS-9		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.972,477 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Program Management Assistant in the International Narcotics Law Enforcement Pakistan (INL-P) Section.

BASIC FUNCTION OF POSITION:

The incumbent reports to the Financial Specialist in managing operational, administrative and financial aspects of the Law Enforcement (General) Project. The incumbent performs a variety of tasks of broad/specific scope and complexity related to the assigned project. The incumbent collaborates closely with the Project Officers for the proper implementation of rules and regulations formulated to run the projects.

A copy of complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Three years of progressively responsible experience in development assistance or related work is required. This experience should be in collection, analysis and presentation of information. Two years of the total three years of experience should be in a position of functional or occupational specializations.
- 3. LANGUAGE:** Level IV (Fluent) Reading/Writing/Speaking of English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have in-depth knowledge of host government financial regulations and auditing procedures, budgeting and internationally accepted accounting and auditing standards. Incumbent must have good knowledge of Budget formulation and review. Thorough understanding of host government structures and functions especially those pertaining to counternarcotics and law enforcement agencies is required.
- 5. ABILITIES & SKILLS:** Incumbent must have the ability to establish and maintain contacts with the counterparts in relevant GOP agencies. Ability to communicate effectively, both oral and written, and translate one or more local language into precise, correct English is required. Good report writing skills and data collection method is required. Ability to obtain, organize, analyze, evaluate, and interpret factual data and to prepare precise, accurate and complete reports is required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov . The Vacancy Announcement Number (e.g. 12-200) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not include your documents with your application; you will be informed when documents are required. Only short listed candidates will be contacted for a test or interview. To view all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 31, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.